

RESOLUTION NO. 2013 -31

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF VERO BEACH, FLORIDA, ESTABLISHING CITY
COUNCIL POLICY AND PROCEDURES REGARDING
PROCLAMATIONS; PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, the City Council (hereinafter “Council”) of the City of Vero Beach (hereinafter “City”) wishes to establish guidelines to govern the issuance of proclamations recognizing, celebrating, and honoring extraordinary or significant achievements of citizens of the City, and positive quality-of-life activities, events, and dates that will increase public awareness and promote the health, safety, and general welfare of the citizens of the City; and

WHEREAS, to that end, the Council desires to establish a Proclamation Policy and procedures for consideration of requests for the issuance of proclamations,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF VERO BEACH, FLORIDA, AS FOLLOWS:**

Section 1 – Adoption of “Whereas” clauses.

The foregoing “Whereas” clauses are hereby adopted and incorporated herein.

Section 2 – Adoption of Proclamation Policy.

The Council hereby adopts the following Proclamation Policy regarding consideration of requests for and issuance of proclamations (hereinafter “Policy”):

1. Proclamations are ceremonial documents that recognize, celebrate, and honor extraordinary or significant achievements of citizens of the City and positive quality-of-life activities, events, and dates that will increase public awareness and promote the health, safety, and general welfare of the citizens of the City. Examples of such activities and subject matter may include, but are not limited to, the following:

- Extraordinary or significant achievements of citizens of the City and youth attending schools within the City.
- Noteworthy occasions and events taking place within the City.
- Dates of at least fifty years or older that are historically significant to the citizens of the City.
- Local non-profit organizations seeking to increase public awareness of matters of widespread community interest in order to improve the well-being or quality-of-life of the citizens of the City.
- Sponsorships for municipal events.
- Local businesses participating in charitable giving.

2. Proclamations shall not be issued regarding the subject matter of ideological, religious, spiritual, or philosophical beliefs, practices, or theories, or for any matter, event, or activity espousing, supporting, or encouraging hatred, violence, racism, or illegal conduct.

3. The recipient of a proclamation or a representative is encouraged to appear at the Council meeting to receive the requested proclamation on the date scheduled for presentation. Proclamations issued for recipients unable to attend may be picked-up from the City Clerk or may be mailed.

4. The number of proclamations to be issued at any one Council meeting shall not exceed four (4).

5. Proclamations are strictly ceremonial or honorary in nature and are issued by the Council at no charge as a courtesy. Proclamations are not legally binding and do not and shall not be deemed to constitute an endorsement by the Council or the City.

6. Requests for proclamations shall be submitted in writing to the City Clerk on the Request for Proclamation form (hereinafter “Form”) at least four (4) weeks prior to the Council meeting date requested for presentation or issuance. The Form shall read substantially as provided in Exhibit “A” attached hereto and incorporated herein and shall be made available on the City’s website and at the Office of the City Clerk.

7. Requests for proclamations shall be reviewed on a case-by-case basis by the City Clerk to determine compliance with this Policy. The City Clerk shall reject any request for a proclamation that does not comport with this Policy. The Council retains the right to modify or otherwise amend any proposed proclamation to meet City requirements, needs, or Policy determinations. The Council retains the right to deny any proclamation request notwithstanding the City Clerk has initially approved such request.

8. Proclamations for an annual recurring event or occasion shall not be automatically scheduled or issued. Requests for such proclamations will be submitted each year and will be reviewed on a case-by-case basis.

9. Approval of a request for a proclamation on one or more occasions is not and shall not be deemed to warrant or guarantee approval of any subsequent proclamation request regardless of the subject matter or the requestor.

Section 3 – Effective Date.

This resolution shall become effective upon adoption by the City Council.

This Resolution was read by title the first time on the 16th day of July 2013 and was advertised on the 10th day of August 2013 for a public hearing to be held on the 20th day of August 2013, at the conclusion of which hearing it was moved for adoption by Councilmember Carroll, seconded by Councilmember Winger, and adopted by the following vote of the City Council:

Mayor A. Craig Fletcher	<u>absent</u>
Vice-Mayor Tracy M. Carroll	<u>yes</u>
Councilmember Pilar E. Turner	<u>yes</u>
Councilmember Jay Kramer	<u>yes</u>
Councilmember Richard T. Winger	<u>yes</u>

ATTEST:

CITY OF VERO BEACH, FLORIDA
CITY COUNCIL

Tammy K. Vock

Tammy K. Vock
City Clerk

Tracy M. Carroll

Tracy M. Carroll
Vice Mayor

[SEAL]

Approved as to form and legal sufficiency:

Wayne R. Coment

Wayne R. Coment
City Attorney

Approved as conforming to municipal policy:

James R. O'Connor

James R. O'Connor
City Manager

EXHIBIT "A"



Office of the City Clerk
City of Vero Beach
1053 20th Place
P.O. Box 1389
Vero Beach, FL 32961-1389
(772) 978-4700

REQUEST FOR PROCLAMATION

Requests must be submitted at least four weeks prior to the requested Council meeting date.

Proclamation requested (name or title of proclamation): _____

Purpose of proclamation: _____

Individual, agency, or organization sponsoring the proclamation: _____

Individual attending Council meeting to receive proclamation: _____

Name _____ Phone _____

Council meeting date requested: _____

Requested by (City resident or organization): _____

Name _____

Address _____

Phone _____

Email Address _____

Attach a draft copy of your one-page proposed text for the proclamation, including 2 to 4 "whereas" clauses. Proclamation must fit on a single page with room remaining for the city signatures. Return the draft proclamation and this application to Vero Beach City Clerk, 1053 20th Place, P.O. Box 1389, Vero Beach, Florida 32961-1389.

For Office Use Only:

Date request received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____